

# NSHS ESC MEETING MINUTES for 4 January 2001

## MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

## MEETING OBJECTIVES:

1. Identify appointment to LCDR Linnville and LT Leonard
2. Implementation team (IT) update of Quality Manual
3. Identify Inter-Directorate processes

**LEADER: CAPT Wynkoop**

**FACILITATOR: CDR Whalen, CDR Baker, LCDR Kennedy, LT Leonard, MR Kirkbride**

**TIME:**

FROM: 09:00 TO: 1530 4 JANUARY 2001

## MEMBERS PRESENT

- CAPT Wynkoop
- CAPT Younger
- HMCM Castillo
- CDR Hearin
- LT Miller
- CDR Luke
- MR Behnke
- CDR Bryson
- HM1 Silva
- CDR Baker (Adhoc)
- CDR Whalen (Adhoc)
- LCDR Kennedy (Adhoc)
- Mr. Kirkbride (Adhoc)
- LT Leonard (Adhoc)

## MEMBERS NOT PRESENT

- CAPT Miller
- CAPT Welbourn
- MR Dumbeck

AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and review of agenda	The CO opened the meeting with a review of the agenda and ESC minutes of 7 & 8 December 2000	CAPT Wynkoop	
Appointment letters	The CO presented LCDR Linnville and LT Leonard with their appointment letters. (See enclosure 1)	CAPT Wynkoop	
Quality Manual update	CDR Whalen updated the ESC members on the progress the Implementation Team has made with the Quality manual. <b>Action Item</b> The IT will present the ESC members with a final draft of the Quality Manual by 18 January 2001.	CDR Whalen Implementation Team	
Review of Inter-Directorate listing	The ESC members reviewed the Inter-Directorates listing and decided the listing is still valid.	CDR Whalen	
Flow charting the Inter-Directorate listing	The ESC members decided to start flow charting the 1. Strategic Planning process. 2. Corrective & Preventive Action Process	CDR Whalen LCDR Kennedy Mr. Hendrix	
Set agenda for next meeting	Next scheduled ESC meeting is 11 January 2001	ESC members	